



**MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37**

195 McGregor Street, Suite 201, Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337
www.mansd.org

**PROCEDURES FOR APPLICATION FOR
PARAPROFESSIONAL
WITH THE MANCHESTER SCHOOL DISTRICT**

- Qualifications:** Completion of a minimum of 48 college credits at an institution of higher education or Associates Degree or higher. Please submit transcripts or other proof of education level completed. Prior experience with children is preferred.
- Application:** Both sides of the application must be completed. The signature of the applicant is required on page 2 of the application in order to be considered for a position. The application supplement must also be completed to ensure proper placement of the application. Include three recent signed letters of recommendation.
- Resume:** It is encouraged that a copy of your resume accompanies the application.
- Salary:** Starting salary is \$11.20/hour. A typical schedule is a 6 hours day on days school is in session. Upon successful completion of a 6-month probation period, this rate will increase to \$11.56/hour.
- Benefits:** Paraprofessionals receive a complete benefits package including medical/dental insurance, life insurance, paid holidays, sick days, and tuition reimbursement. For more information contact the Benefits Coordinator at 624-6300 x143.

When the application form is completed, please submit it to the Human Resources Department at the Manchester School District address above.

If you are considered for a Paraprofessional position, you will be contacted by an administrator or school principal to set up an interview.

Any offer of employment is contingent upon successful completion of a criminal background check and physical fitness for duty, as required by NH state law. Continued employment is subject to successful completion of a 6-month probation period.



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Application for Employment

To be considered an official applicant for a position, this application must be completed in its entirety and submitted to Human Resources. Please read all instructions and complete all sections. **Do not respond "see resume" on any part of application.** Please include a cover letter, resume, college transcripts, and three letters of recommendation

DATE _____

Paraprofessional
POSITION APPLIED FOR

PERSONAL INFORMATION

Name _____ Social Security # _____
Last First MI

Local Address _____
Street City State Zip

Permanent Address
(if other than above) _____
Street City State Zip

Home Telephone _____ Telephone during regular business hours _____

Were you formerly employed at the Manchester School District? ☐ Yes ☐ No

If yes, list place, job title, and dates of employment _____

Under what other names have you worked? _____

Have you ever been non-renewed or dismissed from another school district?

☐ No ☐ Yes; District _____ If yes, please explain _____

Have you ever been convicted of a violation of the law other than a minor traffic violation? (Such conviction may be relevant only if job-related). ☐ Yes ☐ No If yes, please explain _____

EDUCATION

NAME & LOCATION	YEAR GRADUATED	DEGREE AWARDED	MAJOR/MINOR
High School			
College or University			
Graduate School			
Other			

Are you certified to teach in NH? ☐ Yes ☐ No Certified in another state (specify state) _____

Certification expiration date _____ Area(s) of certification _____

Awards, Honors, Professional Memberships, etc. _____

EMPLOYMENT HISTORY

Beginning with your current or most recent position, list all previous experience.

School/Organization _____ Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____ Starting Salary \$ _____ per _____
Position _____ Ending Salary \$ _____ per _____
Supervisor's Name & Position _____ Phone # _____
Reason for Leaving _____ OK to contact? ☐ Yes ☐ No

School/Organization _____ Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____ Starting Salary \$ _____ per _____
Position _____ Ending Salary \$ _____ per _____
Supervisor's Name & Position _____ Phone # _____
Reason for Leaving _____ OK to contact? ☐ Yes ☐ No

School/Organization _____ Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____ Starting Salary \$ _____ per _____
Position _____ Ending Salary \$ _____ per _____
Supervisor's Name & Position _____ Phone # _____
Reason for Leaving _____ OK to contact? ☐ Yes ☐ No

School/Organization _____ Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____ Starting Salary \$ _____ per _____
Position _____ Ending Salary \$ _____ per _____
Supervisor's Name & Position _____ Phone # _____
Reason for Leaving _____ OK to contact? ☐ Yes ☐ No

REFERENCES

NAME	ADDRESS	PHONE	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that all answers given on this application are true and complete to the best of my knowledge. I understand that if employed, falsified information or omission of facts on this application shall be considered sufficient cause for dismissal. I understand that employment is conditional upon a review of criminal records. I authorize the Manchester School District to obtain records to determine the accuracy of my responses. I agree to abide by all applicable District and State rules, regulations, and policies upon my acceptance of employment with the District.

Signature

Date

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District

MANCHESTER SCHOOL DISTRICT, SAU #37
PARAPROFESSIONAL - Application Supplement

Applicant:

We ask that you complete this supplement to your application for employment as a Paraprofessional so that we will have a better understanding of the subject areas, age groups, and schools in which you are interested.

1. Type of position/level desired (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Elementary School |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Library | <input type="checkbox"/> High School |
| <input type="checkbox"/> English Language Learners | |

Special Education:

- | | |
|--|---|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Emotionally disturbed |
| <input type="checkbox"/> Learning disabilities | <input type="checkbox"/> Special Needs – Self Contained |

2. Please check one:

- ☐ I am interested in an assignment in any Manchester School.
- ☐ I would prefer an assignment at any of the following schools:

_____	_____
_____	_____

3. List specific situation(s) in which you have worked with children:

<i>Year</i>	<i>Setting</i>	<i>Age Group</i>	<i>Tasks</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List qualities or skills you have that apply to this position (ex: sign language)

5. Why are you seeking a position as a Paraprofessional?

NAME _____

DATE _____

MANCHESTER SCHOOL DISTRICT, SAU #37

POSITION DESCRIPTION

Position Title: Paraprofessional

Reports To: School Principal

***Date Revised:** 2/10/03

CORE FUNCTIONS:

Paraprofessionals are assigned throughout the Manchester School District, from pre-school to high school levels, including pre-vocational and vocational levels. Majority of assignments include assisting students with disabilities and assisting in self care of students. Some Paraprofessionals are assigned to work in the school library or vocational settings. Examples of typical tasks includes:

- Under general supervision, assists school teachers, program coordinators, and specialists in completing instructional and clerical duties and assignments involving students with mental, emotional, or multiple handicaps.
- Performs technical and/or service requirements requiring limited supervision.
- Performs instructional assignments with minimum supervision in comprehension and reinforcement skills, emotional, physical, developmental, language, reading, math, and related skills.
- Assists in preparing and developing basic teaching materials, instructional aids, and other support materials. Assists students individually or in groups with lesson assignments.
- Assists in giving, scoring, and interpreting tests. Operates and performs basic maintenance requirements for audio-visual, multi media, reproduction and duplicating and data processing equipment.
- Attends meetings and training sessions.
- Assists in completing minor first aid responsibilities.
- Assists students to and from transportation sources and during recess, playground, lunch, and other school periods. Assists students to and from para-podium, wheelchairs, and related devices.
- Assists students with personal hygiene, sanitary, and toiletry functions and needs.
- Assists with the student's individual educational plan both in Special Education programs and regular educational settings.
- Assists in completing vocational assessment observations.
- Assists in implementing school rules and regulations.
- Monitors lunchrooms, play and recess areas and other activities under the supervision of a teacher, specialist, or coordinator.
- Reports incidents of violation of rules of discipline and standards of conduct within the schools.

EXPERIENCE AND REQUIREMENTS:

*Completion of two years of study at an institution of higher education or Associates Degree or higher; experience with children and adolescents in an educational setting; must have ability to instruct students in mathematics, reading, science, social studies, art, and/or related subjects. Some assignments include assisting students with physical, mental, or emotional disabilities. Must be able to physically manage students, kneel, sit on floor, lift up to 40 lbs., and provide personal care. Must possess knowledge of educational and instructional techniques, knowledge of child and adolescent behavior and developmental patterns, and knowledge of and ability to use data processing and media and audio-visual equipment. Must be able to work independently with minimum supervision, adapt to the classroom environment, complete recordkeeping and clerical skills, complete instructional assignments, maintain classroom decorum and discipline, complete oral and written reports, and establish and maintain effective relationships with students, teachers, specialists, administrators, and parents.

TERMS OF EMPLOYMENT:

School term (180 days), 30 hours per week.



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Application Supplement

(Voluntary)

The following information is being gathered by the Manchester School District Human Resources Department for Equal Employment Opportunity reporting and research requirements only. The statistical information we obtain will be kept in Human Resources for affirmative action purposes and to track applicant flow.

The Manchester School District does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, disability, or marital status.

PLEASE RESPOND TO THE FOLLOWING QUESTIONS (voluntary):

1. Sex ☐ Male ☐ Female
2. Date of Birth: _____
3. List the position for which you are applying: _____
4. Ethnicity: Please check one category. (See next page or reverse for Definitions.)

- | | |
|--|---|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Two or More Races (Not Hispanic or Latino) |
| <input type="checkbox"/> Asian | |

5. How did you hear about this position? _____

6. If you saw this position advertised, where did you see the ad? _____

7. Name: _____

Address: _____

Phone: _____ Date: _____

RACE/ETHNIC DEFINITIONS

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the Black racial groups of Africa.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Source: http://www.eeoc.gov/eeo1/instruction_rev_2006.html

Revised: 3/07